



Texas State Preservation Board (SPB)

Posting #216-042

## Custodian II

**Job Type:** Full Time; Monday-Friday, 4:00 pm - 12:30 am

**Posting Dates:** June 15, 2016 until Closed

**Hiring Rate:** \$2000.00 a month

Custodian II duties include providing excellent customer service, and ensuring the highest cleanliness standards are met. SPB Housekeepers are responsible for general cleaning and upkeep of buildings, offices, restrooms and other assigned areas. They are required to consistently use sound judgment and display a strong sense of self-reliance and self-motivation. This position is not sedentary in nature and requires considerable physical exertion and mobility, organization and multi-tasking abilities, and requires the ability to lift, bend, move heavy equipment, and remain standing and walking on foot for extended periods of time. Housekeepers may be exposed to inclement or harsh weather conditions in the performance of duties. The Custodian II position works as part of a focused team with a service company approach. Must portray and maintain a friendly, professional, positive demeanor in all interactions with employees, visitors, contractors, event holders and the public. References will be required to verify experience. Must be able to work extended hours to be considered. Must be able to pass a thorough criminal background check to be considered.

### Minimum Qualifications:

Ability to perform all required physically demanding tasks, including cleaning, sweeping, mopping, stocking, lifting up to 50 pounds, climbing, stretching, reaching, bending, kneeling, stooping, and extensive periods of walking throughout the building to complete housekeeping duties within established time frames, and work safely from elevated positions. Requires knowledge of cleaning techniques and procedures, and skill in the use of custodial materials, chemicals and the operation of custodial equipment. Must have proven customer service experience. Must be able to remain focused on work priorities, and also be responsive to customer requests and concerns. Must follow instructions and communicate effectively, both verbally and in writing in English. Must be able to go outside from building to building to work, and be able to work outside in inclement or harsh weather conditions, including extreme heat. Must be able to pass a thorough criminal background check to be considered.

**Preferred Qualifications:** The ideal candidate for this position will possess: a valid driver's license, a high school diploma, have 2 years of custodial experience working in a public building, and additional training in the hazards and safety issues involved with custodial trade. Evidence of basic computer skills. Experience: scheduling; routine record keeping; estimating the types and amounts of materials needed for major projects. Demonstrated knowledge of equipment and techniques of cleaning historical artifacts and wood surfaces. Experience operating: Tennant Scrubber. Experience operating: Tennant Sweeper.

### Benefits:

- Medical, dental and other insurance benefits; pension retirement, and 401K, 457 plans
- Free Parking; Free Museum membership; Museum gift shop discount
- Free movies, fun and engaging events
- Working in an enjoyable setting with an opportunity for growth

### To Apply:

Submit a State of Texas application to the SPB by:

**Email:** [TSPB.Employment@tspb.state.tx.us](mailto:TSPB.Employment@tspb.state.tx.us)

**Fax:** (512) 463-3372

**Mail to:** 201 E. 14th Street, Suite 950, Austin, Texas, 78701

**For an application and additional information:**

See our website: <http://www.tspb.state.tx.us/spb/spb/employ/employ.htm> or call: (512) 463-5495.

**An Equal Employment Opportunity Employer**

All resumes must be accompanied by a fully completed state application.

State Job Title: Custodian II

Classification: 8005

Salary Group: A-06

**VETERANS:**

**Military Occupational Specialty Codes (MOS): SN Seaman; 3372 Marine Aide; Air Force 3M0X1 Services**

Veterans with other related MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Use your military skills to qualify for this position or other jobs. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military work experience and training into civilian job terms, qualifications and skill sets.

All applications must be received by the SPB by the close of business on the final day posted for consideration. Only candidates selected for an interview will be contacted.

**EEO Statement:**

The State Preservation Board is an equal opportunity employer and welcomes all qualified applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, or Veteran status. In compliance with the Americans with Disabilities Act (ADAAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 475-4992.

**Selection Information:**

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 are required to register with the Selective Service and may be asked to present proof of registration or exemption from registration upon hire.

The State Preservation Board uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

**About the State Preservation Board**

The State Preservation Board (SPB) was established for the purpose of preserving, maintaining, and restoring the State Capitol and the 1857 General Land Office, which houses the Capitol Visitors Center. Since that time, the agency has expanded its operations to include: maintenance of the Governor's Mansion, operating the Bullock Texas State History Museum and the Texas State Cemetery. All for the benefit of the citizens of Texas and its visitors.

The SPB acts in accordance with the highest standards of achievement, accountability and ethics. We manage our resources wisely as public servants and stewards of some of the State of Texas's most important historical and architectural resources. We strive to maintain a productive working environment where each person is valued, and where all staff can work together positively to accomplish common and individual goals. We are driven by our commitment to excellence, and our appreciation of the lessons of history as a teacher for the future.

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